



Department of Accounts Charge Card Bulletin

February 15, 2008

Bulletin 2008-03

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Charge Card Administration

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Revised NetApps Screen

There is a change to NetApps which applies **only to PCards and Agency Airline Travel (ATC) Cards applied for via NetApps.**

Over the next four weeks, you will see that the field where you would put Agency number followed by all 9's will no longer be shown on the NetApps screen. This field is no longer needed by GE MasterCard.

DOA's Charge Card Administration Team has revised the NetApps Guide to reflect this change. If you would like an updated Guide for your files, please email cca@doa.virginia.gov and we will email it out to you.

Clarification on Rush Cards

In NetApps, there is an option for Program Administrator's (PA) to select to Rush a card request.

If the box is checked and an address is entered the card will be sent via FedEx delivery. Most agencies have all their new cards sent to the PA via FedEx delivery therefore if the card is being sent to you the PA, you do not need to select this box. It will not facilitate a faster processing time than normal. NetApps applications are processed faster than those submitted via Turbos.

The only reason to select the Rush Request Box in NetApps on an application is to have the card sent via FedEx delivery to an address other than you the Program Administrator.

DOA's Charge Card Administration Team has revised the NetApps Guide to reflect this change. If you would like an updated Guide for your files, please email cca@doa.virginia.gov and we will email it out to you.

Policy Exceptions for FY09

State agencies who wish to submit Policy exceptions for their agency's to the CAPP Topic 20355 (Purchase Cards) and 20360 (Travel Cards) will need to submit these written exceptions no later than May 31, 2008 for review.

CAPP Topics 20355 and 20360 are in the process of having new updates issued to the web and we are planning on having them released in March. A Bulletin will be issued when they have been updated.

Agencies must remember that any exceptions granted by DOA's Charge Card Administration Team expire each year at June 30th unless they have a new approved exception for the new Fiscal Year.

1099 Query for 2008

The Public Query in SAM for 1099 data for Calendar Year 2008 is available in SAM. We have updated the guide as well and if you would like an updated guide for your files, you can email cca@doa.virginia.gov to obtain a copy.

Crucial Dates

February 15th at 11:59pm

Cycle Closes

February 18th

DOA Closed

March 5th at 10am

SAM Refresher Training

March 12th at 10am

Monthly PA Call

March 17th at 11:59pm

Cycle Closes

April 2nd at 10am

SAM Refresher Training

April 9th at 10am

Monthly PA Call

GE Contact Information

Customer Service for PA's

Email: Cov.Crr@ge.com

Phone: 1-866-843-1368 option 1

Help Desk for PA's with SAM

Email: Cov.Crr@ge.com

Phone: 1-866-843-1368 option 3

Customer Service for Cardholders

Phone: 1-866-834-3227

Overseas Collect:

801-464-3232